

JOB ANNOUNCEMENT

POSITION TITLE: Victim Coordinator
LOCATION: Fourth District Juvenile Court - Provo
STEP RANGE/SALARY: 29/\$10.06
TYPE OF POSITION: Half-time position, with benefits, time limited (until 10/05)
CLOSING DATE: July 27, 2004 at 5:00 p.m.

DIRECT APPLICATIONS TO: Elaine Shurtleff
Fourth District Juvenile Court
2021 South State
Provo, Utah 84606
(801) 354-7215

DUTIES: Under supervision, performs work in preparation and processing of court cases, records and reports. Typical duties include, but are not limited to, the following:

- Assures that all designated victims receive restitution letters, impact statements and pamphlets explaining their rights
- Acts as a conduit of information between the victim and the court regarding the status of victims and the disposition of the charges, including restitution issues
- May be involved in short term crisis intervention until a referral can be made to an appropriate agency
- Assists with compensation, restitution forms and other information when needed
- Facilitates the return of property held as evidence
- Maintains a log of all contacts and services provided to designated victims
- Compiles monthly reports of services provided
- Recruits volunteers to act as assistants
- Coordinates with other agencies such as the county attorney's office, law enforcement, crime victim, reparations, mental health counseling programs, Department of Human Services, victim support groups, etc.

MINIMUM QUALIFICATIONS: BS in behavioral sciences or related field OR High School diploma with 3 to 4 years experience in victim advocacy or court related work. Requires excellent oral and written communication skills as well as computer skills. Must be detail-oriented, able to multi task and work under time constraints, crisis situations and varied environmental conditions.

APPLICATION INFORMATION: Applications may be obtained from the Dept of Workforce Services, any Utah County Juvenile Court or online at www.utcourts.gov/admin/jobs. Phone: (801) 578-3890 or 578-3804.

The Utah State Courts is an Equal Opportunity Employer. The courts comply with all state and federal laws prohibiting unlawful discrimination, and provide reasonable accommodation to disabled individuals as required by the ADA.